

State of Wisconsin\Government Accountability Board

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JUDGE TIMOTHY VOCKE
Chair

KEVIN J. KENNEDY
Director and General Counsel

DATE: September 4, 2013

TO: Wisconsin Municipal Clerks
City of Milwaukee Election Commission
Wisconsin County Clerks
Milwaukee County Election Commission

FROM: Michael Haas
Elections Division Administrator

Allison Coakley
Elections Training Officer

SUBJECT: Elections Administration Training webinar series schedule
(October 2013 – March 2014)

In 2012, in an effort to serve our election partners more effectively, the Government Accountability Board launched the “Back to Basics” Elections Administration Training webinar series in lieu of WisLine program teleconferences. Webinar training has generated a positive response from county and municipal clerks and their election inspectors.

The next in the series, “Building on the Basics,” will continue our efforts to provide clerks and election inspectors with the timely information and election law updates you need to perform your job duties effectively. We are also developing a webinar training series that focuses on the Statewide Voter Registration System.

The programs and materials are free for you to download from our website for your own education and for training your election inspectors. Materials may also be ordered for a small fee to cover printing and postage costs using the order form found on our website:

<http://gab.wi.gov/node/2622>.

Webinar access information and related materials will be posted under “Recent Clerk Communications” on the Monday prior to each webinar. You must be able to view videos on your computer, using a media application such as Windows Media Player and will be connected to audio using your computer’s speakers. The webinar recording, related materials and a list of frequently asked questions will be posted shortly after the webcast.

The live or recorded webinars count toward the hours clerks and chief inspectors need for recertification. The webinars will include, but are not necessarily limited to, the topics listed below their titles.

<p>Elections Administration Training Webinar Series “Building on the Basics”</p>
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School District Clerk Training

October 2, 2013, 9:00 a.m. – 11:00 a.m.

Notices

Candidates and Other Registrants

Campaign Finance Reporting

Ballots

Referenda Questions

Polling Places and Accessibility

Post-Election Activities

Special School District Elections

Closing out 2013 – What Clerks Need to Know

October 16, 2013, 9:00 a.m. – 11:00 a.m.

Calendar of Election and Campaign Events

Publishing Notices for the Spring Election

Appointing Local Election Officials for 2014-2015

Training Requirements

Nomination Papers

Caucus Procedures for Towns and Villages

Notification of Noncandidacy

Record Retention

Campaign Finance Information

MyVote Wisconsin

November 13, 2013, 9:00 a.m. – 11:00 a.m.

Key Terms

Military and Overseas Absentee Voters

Accessing the Website

Where Does MyVote Get its Information?

SVRS and CRM ElectionData Website

What’s New for the 2014 Elections?

December 11, 2013, 9:00 a.m. – 11:00 a.m.

Legislative Updates

Status of Voter Photo ID

GAB-190 Election Data Reporting

New Procedures and Policies

Accessibility at the Polls

Lessons Learned in 2013

The ABCs of Absentee Voting

January 15, 2014, 9:00 a.m. – 11:00 a.m.

Categories of Absentee Electors

Deadlines for Absentee Voting

Nursing Home Voting Procedures

Absentee Ballot Log

Processing Late-Arriving Absentee Ballots

Election Day Duties: Special Topics and Situations

January 29, 2014, 9:00 a.m. – 11:00 a.m.

Election Observers

Absentee Ballot Log

Issuing a Provisional Ballot

Challenging Voters

Assisting Voters

Curbside Voting

What do I do if...?

Election Day Duties: Demonstrations!

March 5, 2014, 9:00 a.m. – 11:00 a.m.

Polling Place Set-Up

Opening the Polls

Completing GAB-104 and other Forms

Registration/Voting Process

Closing the Polls

Post-Election Checklist

Preparing for the April Election

March 12, 2014, 9:00 a.m. – 11:00 a.m.

GAB-190 Election Data Reporting

Absentee Voting

Election Day Issues

Remaking/Write-in Ballots

Municipal Board of Canvass

Processing Late-Arriving Ballots

We will continue to explore education, training and outreach modalities that are effective, can be delivered at a reduced cost and will provide uniform instruction and training across the state.

Please send any questions or comments you have to Allison Coakley: allison.coakley@wi.gov or (608) 261-2033.

cc: Kevin J. Kennedy
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